

Format for Agency Progress Report

I. Personnel management goals

- a. Has a statement of personnel management goals supporting the agency mission been developed and stated in writing? (If so, please provide a copy of this statement, date of issue, and describe extent of distribution.)
- b. How were these personnel management goals developed and what officials were involved in their development?
- c. Have agency internal evaluation activities resulted in any assessment of the extent to which personnel management goals are being realized? (If so, please provide a copy of any recent assessments.)
- d. What problems, if any, have been encountered in developing personnel management goals? What plans exist for developing or modifying personnel management goals?

II. Personnel management evaluation plan

- a. Has a written evaluation plan been developed and published? (If so, please provide a copy of this plan, date of issue, and describe extent of distribution.)
- b. How was this plan developed? What officials were involved in its development?
- c. What problems, if any, have been encountered in the development of the plan and/or in carrying it out? What plans exist for developing or modifying the evaluation plan?

III. Evaluation activities

- a. Briefly describe the overall impact of the President's Memorandum of October 9, 1969, on your agency's personnel management evaluation.

- b. Provide the following data on direct investment of personnel resources in personnel management evaluation:

Personnel resources devoted to personnel management evaluation*

	<u>Actual</u> <u>FY 1969</u>	<u>Programmed</u> <u>FY 1973</u>	<u>Estimated</u> <u>FY 1974</u>
	(Number assigned) <u>Man-years</u>	(Number assigned) <u>Man-years</u>	(Number assigned) <u>Man-years</u>
Total	() _____	() _____	() _____
Personnel staff	() _____	() _____	() _____
Line Managers and Supervisors	() _____	() _____	() _____
Other staff	() _____	() _____	() _____
Approximate total dollar cost	\$ _____	\$ _____	\$ _____

*Show total number of staff assigned, including part-time and full-time assignments in parentheses and show total number of man-years expended to right of parentheses.

- c. To what extent do present and planned commitments of resources to personnel management evaluation satisfy your agency's requirements? (If this differs in various organizational subcomponents, describe) What problems, if any, have been encountered in obtaining sufficient evaluation resources?

- d. To what extent is personnel management evaluation within your agency intended to:
- (1) Assess and improve personnel programs and systems (e.g., incentive awards, promotion program, etc.)?
 - (2) Identify and correct regulatory violations (e.g., improper personnel actions)?
 - (3) Surface and resolve basic personnel management issues (e.g., low productivity, ineffective organization, etc.)?
- e. Have overall reports or wrapups of findings from personnel management evaluation activities been provided to top management? (If so, provide copies and show distribution.)

IV. Results of evaluation

- a. Describe the overall impact of evaluation activities to date on agency personnel management.
- b. Has a system been developed for regularly measuring the results or impact of evaluation activities? (If so, please describe.)
- c. What major problems, if any, have been identified through evaluation activities in agency personnel programs, regulatory compliance, or personnel management effectiveness?
- d. Can specific and tangible results of evaluation activities be identified, in terms of specific improvements in personnel programs, better adherence to personnel policies and regulations, and/or improvements in the utilization of human resources? (If so, describe.)